



Orléans-Cumberland Community Resource Centre  
Centre de ressources communautaires Orléans-Cumberland  
240 boul. Centrum Blvd. #105, Orléans, ON K1E 3J4  
613-830-4357 | crcoc.ca

## Child and Youth Program Assistant (BILINGUAL) (Summer position – July 2th to August 23<sup>rd</sup> 2024)

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**Hourly Wage: \$18.55/hour**

**Hours: Temporary 30 hours/week – 8-week contract**

**Reporting to: Child & Youth Program Team**

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### About Orléans-Cumberland Community Resource Centre

Join the Orléans-Cumberland Community Resource Centre (OCCRC) for more than a job! If you're seeking a fulfilling career, look no further than the OCCRC, located on the unceded Algonquin territory of the Anishinaabeg.

#### Here's why you should join us:

**Meaningful Mission:** The OCCRC is more than an organization - we're a community. Our mission is to empower individuals to reach their full potential, offering comprehensive services addressing physical, emotional, social, economic, and psychological needs. Join us to make a real impact on lives.

**Rich Heritage:** Proudly rooted in Orléans-Cumberland, we honour the area's culture while respecting its land. Joining the OCCRC means embracing and celebrating our unique heritage and values.

**Core Values:** Respect, personal connection, diversity, inclusion, and empowerment are our guiding principles. Become part of a supportive, inclusive team where you are valued.

**Professional Growth:** The OCCRC promotes opportunities for growth and development.

**Community-Centered:** Our community's success is ours. Join the OCCRC to engage with the community, form connections, and create a tangible impact.

If you seek a career with a passionate, mission-driven team valuing respect, diversity, and empowerment, consider the OCCRC. Together, we'll build a brighter future.

## Job Summary

As part of the Child and Youth team, you will collaborate in planning, organizing, and facilitating in-person social and emotional learning groups and activities for children and youth grades 1 to 12.

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## Job-specific responsibilities

- Assist in developing, coordinating and facilitating social and emotional learning groups and activities that engage children and youth;
  - Act as a resource person and positive role model;
  - Encourage and support children and youth to thrive;
  - Create a positive and supportive environment that ensures safety;
  - Identify children/youth needs and trends and share with Program Counsellors;
  - Participate in the Child & Youth Program team meetings;
  - Promote all Centre programs at community outreach activities and events;
  - Administrative duties: participants' attendance, statistics, data entry, social media content and research.
  - Perform other related duties.
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## Required Experience

- Must be between 15 and 30 years old (inclusive at the start of employment);
  - Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act and is legally entitled to work according to the relevant provincial/territorial legislation and regulations. International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents;
  - Experience working with children and youth (grades 1 to 12);
  - Demonstrates flexibility, a sense of organization and initiative;
  - Good communication and interpersonal skills;
  - Knowledge of equity, diversity, inclusion and intersectionality;
  - Equitable philosophy and non-judgmental attitude;
  - Ability to work effectively in a team;
  - Good computer skills, including Microsoft Office Suite;
  - **Fluency in French and English, oral and written;** Additional language skills are considered an asset.
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## Application Process

Please send your resume to Tanya Lapointe Harris before **8:00 a.m. Monday, May 27<sup>th</sup>, 2024.**

**Address:** Orléans-Cumberland Community Resource Centre  
105-240 Centrum Blvd. Orléans, ON K1E 3J4

**Email:** [tanya@crcoc.ca](mailto:tanya@crcoc.ca)

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## Equal Opportunity Employer

The OCCRC is committed to including equity and diversity in its practice by being responsive to individuals' needs and delivering equitable outcomes for all, regardless of their indigenous status, race, colour, culture, ethnicity, language/linguistic origins, ability, socio-economic class, age, ancestry, nationality, religion or faith, sex, gender (identity & expression), sexuality, sexual orientation, mental or physical condition, family status, residency/migration status in Canada and all other forms of oppression that a person may experience.

The OCCRC is an equal-opportunity employer that values the diversity of individuals in our programs and services. If you require accommodation at any stage in the selection process, please let us know the nature of the accommodation.

We want to thank all those who have submitted a job application in advance. Only those selected for an interview will be contacted.